

SECRET

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Economic Research Area

DATE: 4 December 1958

FROM : Vital Materials Officer, ORR

SUBJECT: Your memorandum dated 20 November 1958

1. In the second paragraph of referenced memorandum you refer to the abstract cards of the FBIS Daily reports as being of value to ERA, and request retention of hard copies of the Daily for one year at the Vital Materials Center and then be held on microfilm for five years.

2. This request of yours has caused some concern to the library personnel of OCR, and they hasten to point out the following:

a. All users of the FBIS Daily were notified that abstracting was to be on a strictly experimental basis.

b. The abstracting is being done by an outside contractor whose contract expires 31 December 1958.

c. No decision has yet been made about continuing this service.

d. The abstracts are prepared on a single copy card of 3x5 inches.

e. No duplicates are available for indexing and filing at the Vital Materials Center.

f. Even if extra copies of the abstracts were available, it would not be possible to maintain this file at the VMC without additional personnel. It is currently taking the time of one person four hours per day to file the abstract cards in the OCR Library.

3. It is therefore suggested that you reconsider your request for extension of the retention period of the FBIS Dailies at the VMC beyond the three months now scheduled.

4. Additional information regarding the abstracting of the FBIS Dailies may be obtained from [redacted] of the OCR Library.

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cc

[redacted] Chairman

DD/I Vital Materials Committee

[redacted] MGT/S

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